

## IV-Agency Descriptor Tables

This chapter is an introduction to the Agency Descriptor tables. Detailed instructions for each table are provided in a separate chapter in this volume.

### STRUCTURE

Each table is divided into two segments: the control key and informational elements. The control key segment identifies each table by the Descriptor Table Identification (ID) Code, the Organization Code, and a specific table key. The ID Code is the table number, which is based on the Command **I.5** Agency Descriptor Table menu. The table numbers can range between D01 and D99. The Organization Code is based on the user sign-on. The specific table key is assigned by the agency.

The informational elements segment includes the title and, if applicable, other reference data.

The Agency Descriptor Tables are listed and described here:

- ✱ **Organization Hierarchy (D02-D06)** - is used to establish an agency's internal organizational structure. The structure identified on these descriptor tables determines the levels where the agency chooses to capture costs.
- ✱ **Department Profile (D07)** - is used to establish an agency-defined profile for Labor and Cost Allocation/Fund Split processes. These profiles enable the system to determine if and how the department uses CALSTARS to perform Labor Distribution and Cost Allocation.
- ✱ **Agency Object (D12)** - is used to establish an agency-defined lower level breakdown of the Object Detail codes contained in the Statewide Object Detail Descriptor Table (D11). Agencies can classify specific goods or services in more detail by assigning a two-digit agency object to an existing Object Detail Code.
- ✱ **Program Hierarchy (D15-D18)** - is used to establish an agency's program structure. This structure is established based on the program levels in the Governor's Budget. However, agencies may establish a lower level of program detail than what is displayed in the Governors' Budget.
- ✱ **PCA Level 1 (D19)** - is a code that can be established to group together multiple PCAs with similar activities (e.g., Administration/Distributed Administration or expenditures/reimbursements collected on the Q21 or Q35-Q38 reports).

- ✧ **Fund Detail (D23)** - is used to establish an agency-defined lower level breakdown of the Fund codes contained in the Statewide Fund Descriptor Table (D22). Agencies can classify specific funds in more detail by assigning a two-digit fund detail to an existing Fund Code. The D23 Table can associate the Fund Detail Code to a SCO Fund Code for use in the claim schedule process.
- ✧ **Reference (D26)** - is used to establish a three-digit code that identifies agency appropriations by type (e.g., Budget Act) and classification (e.g., Support).
- ✧ **Subsidiary (D32)** - is used to establish a code that identifies additional information that cannot be provided within the General Ledger Account structure. For example, agencies must establish a Subsidiary code to identify the other funds involved when posting transactions to GL 1400 Due from Other Funds or Appropriations or GL 3110 Due to Other Funds or Appropriations.
- ✧ **Agency Source (D34)** - is used to establish an agency-defined lower level breakdown of the Source codes contained in the Statewide Source Descriptor (D33) Table. Agencies can classify receipts in more detail by assigning a two-digit agency source to an existing Source Code.
- ✧ **Location (D35)** - allows agencies to establish codes to track expenditures by geographic location. When entered on financial transactions, the data is available for reporting outside of Requestable Standard Reports.
- ✧ **Federal Catalog (D40)** - is used to identify the five-digit Federal Catalog and three-digit SCO Account Number assigned to each Federal Grant. The eight-digit Federal Catalog code is required for agencies who account for federal funds.
- ✧ **Project (D42)** - allows agencies to establish project codes to track costs for Federal grants or special projects without regard to the state fiscal year. Project codes are required for Federal grant accounting.
- ✧ **PCA Activity (D43)** - allows agencies to establish codes to track agency-defined activities within a PCA. When entered on financial transactions, the data is available for reporting outside of Requestable Standard Reports.
- ✧ **Payroll Object Conversion (D47)** - allows agencies to assign specific Object Detail and Agency Object Codes to SCO Blankets (e.g., Temporary Help Blanket).
- ✧ **Fund/Fund Source Edit (D53)** - is a twelve-digit code composed of FFY, Reference, Fund and Fund Source combinations that can be used to edit fund and fund source combinations entered into the PCA Table or accounting transactions.

## RELATIONSHIP TO OTHER TABLES

The Descriptor Tables affect all levels of accounting and reporting through their relationship with the other files and tables. The Descriptor Table titles, however, have no effect on financial data and may be changed when necessary.

## INPUT CODING

Exhibit IV-DA-1 is an overview of the control key and informational elements for the Agency Descriptor Tables. For coding instructions for a specific table, refer to the appropriate table chapter.

## AGENCY DESCRIPTOR TABLES SCREEN

Agency Descriptor Tables are established or modified in CALSTARS through Command **I.5**. The Agency Descriptor Tables screen is shown here:

```

9990 I.5: Agency Descriptor Tables                                07-01-2013 12:44 PM

CODE      AVAILABLE OPTIONS                                CODE      AVAILABLE OPTIONS
02      Org Hierarchy (D02-D06)                            43      PCA Activity
07      Department Profile                                  47      Payroll Object Conversion
12      Agency Object                                       53      Fund/Fund Source Edit
15      Prog Hierarchy (D15-D18)                            59      Wage Type
19      PCA Level 1
23      Fund Detail
26      Reference
32      Subsidiary
34      Agency Source
35      Location
40      Federal Catalog
42      Project

Code: __

Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit                                     Main

```

To display a specific table's entry screen, key the desired table number in the Code field and press **Enter**.

Although structurally separate, the organizational tables (D02-D06) are accessed through Command **I.5.02** Organization Hierarchy. Likewise, the programmatic tables (D15-D18) are accessed through Command **I.5.15** Program Hierarchy.

**NOTE:** Although a Funding Fiscal Year may be included in a Table Entry Key (e.g., the D53), Descriptor Tables are established without regard to Funding Fiscal Year. Descriptor Tables exist in CALSTARS until they are manually deleted.

EXHIBIT IV-DA-1  
AGENCY DESCRIPTOR TABLE INPUT CODING INSTRUCTIONS

Descriptor Table Name	Table ID No.	Org Code	Key Length	Key Type <sup>1/</sup>	Table Entry Key	Reference Data	Title
Section	<b>02</b>	Org Code	2	N	Section	None	Section Title
Sub-Section	<b>03</b>	Org Code	4 (2) (2)	N N	Section Sub-Section	None	Sub-Section Title
Unit	<b>04</b>	Org Code	6 (2) (2) (2)	N N N	Section Sub-Section Unit	None	Unit Title
Sub-Unit	<b>05</b>	Org Code	8 (2) (2) (2) (2)	N N N N	Section Sub-Section Unit Sub-Unit	None	Sub-Unit Title
Sub-Sub-Unit	<b>06</b>	Org Code	10 (2) (2) (2) (2) (2)	N N N N N	Section Sub-Section Unit Sub-Unit Sub-Sub-Unit	None	Sub-Sub-Unit Title

EXHIBIT IV-DA-1  
AGENCY DESCRIPTOR TABLE INPUT CODING INSTRUCTIONS

Descriptor Table Name	Table ID No.	Org Code	Key Length	Key Type <sup>1/</sup>	Table Entry Key	Reference Data	Title
Department Profile	<b>07</b>	Org Code	N/A	N/A	N/A	1-digit <u>Run Labor</u> : Y - Agency runs Labor N - Agency does not run Labor  1-digit <u>Run Cost</u> : A - Runs Cost Alloc Only C - Runs Cost Alloc and FS Y - Runs one step of Cost Alloc or FS per day N - Agency does not run Cost Alloc or FS  1-digit <u>Run Type</u> : C - Cumulative Cost Alloc S - Standard Cost Alloc N - Agency does not run Cost Alloc  2-digit <u>Nbr Steps Down</u> : 00 - 09	Department Title
Agency Object	<b>12</b>	Org Code	5 (3) (2)	N B	Object Detail <sup>2/</sup> Agency Object	None	Agency Object Title
Program	<b>15</b>	Org Code	2	N	Program	None	Program Title
Element	<b>16</b>	Org Code	4 (2) (2)	N B	Program Element	None	Element Title
Component	<b>17</b>	Org Code	7 (2) (2) (3)	N B N	Program Element Component	None	Component Title

EXHIBIT IV-DA-1 (Continued)  
AGENCY DESCRIPTOR TABLE INPUT CODING INSTRUCTIONS

Descriptor Table Name	Table ID No.	Org Code	Key Length	Key Type <sup>1/</sup>	Table Entry Key	Reference Data	Title
Task	18	Org Code	10 (2) (2) (3) (3)	N B N N	Program Element Component Task	None	Task Title
PCA Level 1	19	Org Code	5	B	PCA Level 1	None	PCA Level 1 Title
Fund Detail	23	Org Code	6 (4) (2)	N B	Fund <sup>2/</sup> Fund Detail	1-digit <u>Allotment Control Ind.:</u> 0 - Fund Level 1 - Fund Detail Level <sup>4/</sup> 1-digit <u>Approp. Control Ind.:</u> 0 - Fund Level 1 - Fund Detail Level <sup>3/ 4/</sup> 1-digit <u>Cash Control Ind.:</u> 0 - Fund Level 1 - Fund Detail Level <sup>3/</sup> 1-digit <u>Grant/Proj. Control Ind.:</u> 0 - Fund Level 1 - Fund Detail Level <sup>4/</sup> 3-digit <u>SCO Sub Fund Number</u> (Approp. Cntrl Ind. must be 1) 12-digit <u>CalATERS Vendor</u> <u>Number/Suffix</u> (only allowed for Fund 0998)	Fund Detail Title
Reference	26	Org Code	3	N	Reference	None	Reference Title
Subsidiary	32	Org Code	12 (4) (8)	N N	General Ledger Acct <sup>2/</sup> Subsidiary Account	None	Subsidiary Title

EXHIBIT IV-DA-1 (Continued)  
AGENCY DESCRIPTOR TABLE INPUT CODING INSTRUCTIONS

Descriptor Table Name	Table ID No.	Org Code	Key Length	Key Type <sup>1/</sup>	Table Entry Key	Reference Data	Title
Agency Source	<b>34</b>	Org Code	8 (6) (2)	N B	Receipt <sup>2/</sup> Agency Source	None	Agency Source Title
Location	<b>35</b>	Org Code	6	N	Location	None	Location Title
Federal Catalog	<b>40</b>	Org Code	8 (5) (3)	N N	Catalog <sup>2/ 5/</sup> SCO Project ID No.	None	Federal Catalog Number Title
Project	<b>42</b>	Org Code	6	B	Project	None	Project Title
PCA Activity	<b>43</b>	Org Code	9 (5) (4)	B B	PCA PCA Activity	None	PCA Activity Title
Payroll Object Conversion	<b>47</b>	Org Code	3	N	SCO Blanket	3-digit Object Detail <sup>2/</sup> 2-digit Agency Object (optional)	Payroll Object Conversion Title
Fund/Fund Source Edit	<b>53</b>	Org Code	12 (4)  (3) (4) (1)	N N N A	Funding Fiscal Year (yyyy-start) Reference Fund Fund Source	None	Optional

<sup>1/</sup> Type of field: A = alpha, B = both alpha and numeric, N = numeric.

<sup>2/</sup> UCM - *Uniform Codes Manual*.

<sup>3/</sup> Needed for Claim Schedule posting, SCO reconciliation and General Ledger posting.

<sup>4/</sup> If selected, all PCAs with this Fund should use it.

<sup>5/</sup> Federal Catalog numbers for Federal Grants can be found on the Internet at <http://www.gsa.gov/fdac/>.